



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 1540.1
BUMED-53
18 Mar 97

BUMED INSTRUCTION 1540.1

From: Chief, Bureau of Medicine and Surgery

Subj: ACADEMIC REVIEW BOARDS

Ref: (a) BUMEDINST 1553.2

1. Purpose. To establish policy for review of student performance in Medical Department officer and enlisted "A," "C," and "G" schools.

2. Cancellation. HSETCINST 1540.1B.

3. Background. Leadership in the management of student attrition enables schools to meet the personnel requirements of the naval Medical Department, make the most efficient use of training resources, and support the development of student potential. The academic review board provides a structured forum for review of student academic performance by a team of instructional staff advising the commanding officer or officer in charge. Academic performance includes performance on written and skills tests as well as clinical or practicum performance.

4. Policy. Each activity conducting "A," "C," or "G" school training must maintain academic review boards to assess the factors related to deficient academic performance by individual students and to recommend appropriate action to the commanding officer or officer in charge.

a. Board Duties

(1) The primary duty of an academic review board is to facilitate student academic performance and deter student failure.

(2) The board promotes the most effective use of training resources by recommending additional support for students with potential to succeed and by recommending curtailment of training for students unable or unwilling to meet the program standards. The board will consider both the interest of the student and the interest of the Navy. A board recommendation that would lengthen the total time to train or that would terminate a student from training should be approved by the commanding officer or officer in charge.

(3) The board may also review the cases of students whose training has been interrupted for medical, legal, or administrative reasons and make recommendations as to their academic placement and support.

(4) The board will not deal with disciplinary issues, except in terms of their impact on learning achievement or ability to meet job requirements. The decision to drop students for administrative or disciplinary reasons is the responsibility of the commanding officer or officer in charge.

(5) The board will not deal with student requests to drop from training. Navy personnel are assigned to school to meet the needs of the Navy for specific skills, and are expected to accomplish the requirements of the training program to the best of their ability.

b. Board Composition

(1) Each academic review board will include a chairman and at least two additional members appointed by the commanding officer or officer in charge. Members will be selected from instructional personnel and may include civilian instructors and instructional systems specialists. Membership may rotate or vary among a pool of approved members. The chairman will designate a recorder.

(2) Members of the board should be senior in grade or rate to the student whose case is being considered.

(3) When a student from another service is referred, a representative of that service, if available, should be included on the board.

c. Student Referral

(1) Under reference (a), the approved student evaluation plan for each training program states the criteria for referral to an academic review board. Students experiencing academic difficulty should be counseled and provided academic assistance before referral to a board.

(2) The referring staff will forward to the board documentation of the student's academic performance from the beginning of training, including all test and retest scores, counseling notes, and information on the student's attainment of course prerequisites.

(3) Each student's case will be heard expeditiously following referral.

d. Board Procedures

(1) All board procedures will be conducted with respect for the privacy of individuals involved. Advance written notice will be given to members and to students referred. Board members will have an opportunity to review each student's record and clarify the facts of each case.

(2) The student will be informed of the reason for referral, the role of the board, and the possible outcome of the board. The student will be given the opportunity to explain facts related to the case, make a statement, or ask questions of the board. The student will leave the room during board deliberations, and will return to be informed of the board's recommendation.

(3) The recorder will make notes of proceedings and ensure that the proper documentation is completed.

(4) The board will conduct an impartial review of the case and recommend one of three alternatives:

(a) Continue in Training. This recommendation is appropriate when the student is deemed capable of achieving learning objectives without additional time in training. The board may recommend academic probation with terms specific to the individual case, and may recommend a focused remediation program.

(b) Setback. Setback to a later class is an option when the student is clearly motivated and has the potential to complete the program if additional time and assistance are provided. Setback can be with or without remediation. In the former case, a structured and focused plan of remediation will be provided for the student. Setback increases total training costs, but is justified if it enables the student to achieve the learning objectives.

(c) Drop from Training. In the judgment of the board, the student is unable or unwilling to achieve the learning objectives of the program or function effectively and safely in the job specialty.

(5) A student may appeal a recommendation to drop from training by submitting a written statement, which will be forwarded to the commanding officer or officer in charge along with the recommendation of the board.

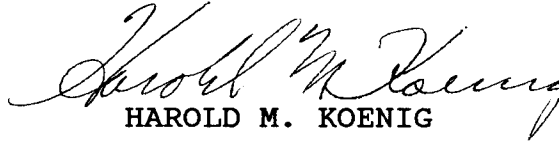
(6) Students may be setback to a later class or dropped from training for academic reasons on recommendation of an academic review board approved by the commanding officer or officer in charge.

(7) The board will recommend the appropriate Navy Integrated Training Resources Administration System (NITRAS) student action code.

(8) The records of academic review boards will be maintained by the training activity for 2 years.

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5. Action. Activities conducting "A," "C," and "G" schools must establish academic review boards and institute appropriate procedures for their conduct.



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